

SPECIAL RELEASE NOTES: Medical Records Retirement & Retrieval (MRRR) Enhancements

CHCS Version: Change Package with Extended Testing (CPET) to V4.603

The initial Medical Records Retirement and Retrieval (MRRR) software was delivered to CHCS sites as part of CHCS V4.6. This release contains updates to existing software resulting from new development.

Note: Before retiring records to the National Personnel Records Center (NPRC), records in record rooms must be stored according to NPRC guidelines. Please make sure your records comply with the NPRC guidelines prior to creating Record Indices for Retirement. Please refer any questions about NPRC guidelines to your Military Service Representative.

1. SPECIAL CONCERNS

Site Operations Personnel: Be sure to read the Composite Health Care System (CHCS) Installation Guide for any software installation concerns.

Implementation Considerations:

Users of the Medical Records Retirement functionality include file room clerks and/or supervisors. The following system access is required: 'K' and 'k' File Manager access, the RT TRANS-RETIRE security key to access the Record Transfer/Retire Menu, and the security key (name spaced with RTFR1 through RTFR25) which controls access to the file room. The file room supervisor or Record Tracking system manager must have the RT SYS security key to access the 'Application File Set-Up' option and the Record Types file.

2. DIFFERENCES FROM PREVIOUS SOFTWARE RELEASES

The CHCS Record Transfer/Retire functionality creates an electronic index of medical records that were retired to the National Personnel Records Center (NPRC) located in St. Louis, Missouri. This process allows the Department of Defense (DoD) and the NPRC to identify every medical treatment record retired from a Medical Treatment Facility (MTF) to the NPRC. CHCS users can create, print and edit a file containing the associated shipment data. The files, and the disks containing the electronic files, are mailed via the Postal Service to the NPRC for processing.

Under the Records Transfer/Retire functionality, the 'Create Records Index' option now allows a user to generate a candidate index for one or more of the following CHCS subsystems: PAS, PAD, CLN, PHR, LAB, and RAD. In addition, the 'Edit/Process Record Index' option supports the addition or deletion of records on the record index and allows a file room user to add the box number in which the record is packaged. File room users can also create, edit and print a Shipment Data file. A bulletin is generated to

notify a group of users that the ASCII version of the Record Index and Shipment Data File is ready to be created. The System Manager will create the ASCII File. The file will be encrypted and forwarded by File Transfer Protocol (FTP) to the NPRC using the SY-ETU software.